

TRINIDAD CITY HALL
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Susan Rotwein, Mayor
Gabriel Adams, City Clerk



Posted: May 8, 2018

NOTICE AND CALL OF A MEETING OF THE **TRINIDAD TRAILS COMMITTEE**

The Trinidad City Council Trails Advisory Committee will meet on

TUESDAY, MAY 15, 2018 at 4:30PM

In Civic Club Room located at City Hall, 409 Trinity Street, Trinidad

I. CALL TO ORDER/ROLL CALL

Voting Members: **City of Trinidad:** Susan Rotwein. **City Planning Commission Liaison:** Jim Cuthbertson. **Residents:** Gail Kenny, Scarlett Ibis. **Trinidad Rancheria:** Zack Brown. **Visitor Services:** Ben Morehead. **Yurok Tribe:** Frankie Myers.

II. APPROVAL OF MINUTES – 03/20/18

III. ITEMS FROM THE FLOOR

IV. STAFF REPORTS

V. COMMITTEE MEMBER REPORTS

VI. DISCUSSION/ACTION ITEMS

1. Memorial Bench Policy
2. Trail Monitoring Report
3. Signage Design
4. Draft Vegetation Management Policy

VII. REQUEST FOR FUTURE ITEMS

VIII. ADJOURNMENT

Nicole Provolt
Trinidad Administrative Assistant

Trinidad Trails Committee Notes – April 17, 2018 @ 4:30pm

In attendance: Susan Rotwein (city council), Jim Cuthbertson (planning commission), Gail Kenny (community member), Nicole Provolt (City Staff – Non-Member)

Absent: Ben Morehead, Scarlett Ibis, Frankie Myers, Zack Brown, As there were only 3 members in attendance, no decisions were made on any agenda item. The agenda was postponed until the next meeting.

The following is a summary of items discussed:

APPROVAL OF MINUTES – 03/20/18

A few typos were pointed out. Specific city of Edgewood Park was included. It was noted that minutes should utilize member's last name only. Minutes will be updated and re-sent prior to next meeting.

ITEMS FROM THE FLOOR

None

STAFF REPORTS

Rotwein: 1) Regarding previous mention at last meeting regarding camping on beach (State Park) possibly look into neighborhood watch. 2) Update on Van Wycke; still in environmental review process. An archeological cultural study will be completed to identify potential cultural areas that should be considered. 3) Budget workshops starting next month. Rotwein will recommend inclusion of a line item in the budget for next fiscal year dedicated to trails. 4) While up on Trinidad Head completing monitoring report she ran into Public Works who were completing some vegetation management. They were looking for more specific direction on guidelines and indicated that current work they were completing was focused on restoring historic view sheds.

COMMITTEE MEMBER REPORTS

Cuthbertson: The City and John Frame are both in violation regarding vegetation management guidelines and signage on the Wagner trail. He will be contacting the Coastal Commission to ask them to get in contact with both parties to facilitate compliance.

Kenny: Parker Creek trail beginning to get overgrown.

DISCUSSION/ACTION ITEMS

Memorial Bench Policy

Cuthbertson: expressed disagreement with proposed grandfather clause and believes the original purchasers were under the impression that when they purchased the bench that it would be forever. He indicated that it may become a problem. He also mentioned that the cost of \$1,000.00 to renew the bench term may upset the original purchaser if in fact they believed the initial purchase was forever.

Kenny asked if it would be appropriate for any exceptions to be made for people who express concerns about the cost.

The group agreed to use common sense and sensitivity in certain circumstances. For example, in the instance of the bench dedicated to the 1st light house keeper it may be appropriate to present to the museum society to opportunity to sponsor the bench.

The group discussed not wanting to advertise any bench dedication cost exceptions and opted to add a line to the policy stating “concerns regarding bench policy may be addressed directly to the Trails Committee”.

Trail Monitoring Report

Nothing to discuss

Signage Design

Key points for group to discuss:

- Location of trail head signs
- Information that should be included on signage
- Locations for general kiosks

Possible locations for trail head signs discussed:

- Base of Trinidad Head
- Parker Creek & Old Wagon Road Trailheads
- Old Lighthouse location / Old Home Trail / Axel Lindgren Memorial Trail
- Marine Lab
- Galindo Trail
- Underwood at top of trail

Possible locations for general kiosks discussed:

- Old Chamber of Commerce location near Murphy’s Market
- On Main street near Windan Sea, at head of walkway leading to museum

Draft Vegetation Management Policy

Currently for trails that lack formal guidelines, Public Works is doing work on a as needed basis.

The group discussed starting a draft policy by first identifying how current guidelines are (or are not) being met. Use what public Works is already doing and ask them to provide a description for what they do including frequency, how wide, high, etc.

Galindo Street Trail

The group reviewed the letter received from the TAS which asked the committee to refrain from having any discussion regarding the Galindo Trail.

Rotwein: The City has now met with both the Yurok Tribe and Trinidad Rancheria. The City has asked the both parties to provide in writing information as to who they believe may be buried on or near the trail. This is a legality and is part of the information gathering process. The TAS has been advised to work with the Yurok Tribe on Galindo Trail input.

Additional Items

Kenny noted that when the lighthouse was removed the garbage cans were also removed. She would like to see if the cans might be replaced.

Kenny would like to add the Boardwalk Trail to the list of trails discussed by the committee.

REQUEST FOR FUTURE ITEMS

None other than the existing item to develop a priority list as already added to previous meeting minutes.

Meeting concluded at 6:00pm. Next meeting scheduled for Wednesday May 15, 2018.

DRAFT

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD TRAILS ADVISORY COMMITTEE
TUESDAY, MARCH 20, 2018 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

IX. CALL TO ORDER/ROLL CALL

Mayor Rotwein called the meeting to order at 4:30 pm. In attendance: committee members Kenny, Morehead, Cuthbertson, Rotwein, Brown (arrived @ 4:45pm); member of public: (1) name unknown; City staff Provolt; Absent: Myers,

X. APPROVAL OF MINUTES

Kenny/Rotwein moved to approve minutes of November 28, 2017 meeting. Motion passed with (2) changes; strike comments in parentheses on page 2 and a spelling correction on page 3.

XI. ITEMS FROM THE FLOOR - None

XII. STAFF REPORTS

Rotwein:

- 1) Van Wycke Trail is still in CEQA process and is expected to be about another 60 days out.
- 2) The Council has acted on dogs being allowed on Trinidad Head. The first reading occurred on 3/14 and the second reading is expected to take place at the end of the month meeting on 3/28.

Provolt: Nothing on behalf of City or Public Works

XIII. COMMITTEE MEMBER REPORTS

Kenny: Someone was camping at State Beach last week for four days with a tent. She attempted to notify the Sheriff in person but there was nobody in the office and when she called the deputy office line the voicemail box was full. In the future should she call the non-emergency Sheriff Dispatch line?

Rotwein: Yes, in the future it would be appropriate to call the dispatch line for these types of issues.

Provolt: Will address the full voicemail box concern with City Manager.

Morehead: He is a member of the CA Coastal National Monument Gateway Partners and explained that they are trying to develop elements of common signage and would like the City to participate in the ongoing discussion. The next meeting is scheduled for March 29th at 2:00pm at the land trust office.

Rotwein: Thinks this is a good suggestion and will recommend to the Council on behalf of the Committee that the City participate.

Morehead: Possibly a request for future items; would like to develop a priority list of concerns of items that the Committee should address.

Rotwein: Indicated that the agenda acts as such.

Morehead: Looking for a more comprehensive list of all areas needing to be addressed with an emphasis on prioritizing the items listed and identified the trails monitoring reports as a catalyst for identifying items that may need to be on the list.

Kenny: Noted that the action items on the Agenda is part of the list but is missing some items that need addressing.

Cuthbertson: Spoke with the Coast Commission and the Frame Trail (Wagner Trail) issue has been forwarded. He will be talking to them about the requirement regarding 6' high vegetation.

XIV. DISCUSSION/ACTION ITEMS

5. Trails Monitoring Report

Kenny was the first to utilize the new report tool and completed her trail walk on the Parker Creek Trail. She explained that the process went smooth and suggested that it was very helpful to take pictures. She noted that the sign that was noted as being down was since back up.

Morehead stated that he has completed his trail walk of the Axel Lindgren Memorial Trail but still needs to write up his report. He mentioned that the trail really needs some help.

Rotwein cited safety concerns on this trail. Ben agreed.

Morehead noted that the reports are a good tool to assess property and bring up issues of concern. Reports can be compared to determine priority of trails issues needing addressing.

Rotwein complimented Gail on a well-done report and agreed that the reports will help the Committee prioritize. She said the reports will help the Committee, along with input from Public Works, give recommendations to the Council.

Kenny noted that funding to address trail improvements may be something that the Council can approve.

The Committee agreed to work to complete reports for the assigned trails as per the November minutes.

Rotwein said she would make it a priority to complete her assigned report for Trinidad Head by next meeting.

6. Memorial Bench Policy

Provolt gave a brief summary of contact information on file with the City and relayed the information that Public Works provided about bench replacement priority. It was noted that Public Works was working on a more comprehensive bench report to include pictures to present to the group. The group agreed to review the contact information list and work to identify any additional names that are known in the community to help update City files.

Cuthbertson noted that bench #1 on Parker Creek Trail was in a bad location. Gail mentioned that she believed that bench had been relocated as the TSA was uncomfortable with its original location looking over gravesites.

Public Comment addressed concerns with reflections off the metal plaques of east facing benches are certain times of the day. Also mentioned was a concern with the number of potential benches noting that it could get out of hand. The member of the public was provided with a copy of the draft memorial bench policy for review.

Kenny spoke about the definition in the policy and noted that when it was originally discussed by the group it was to include service organizations not restricted to non-profits. The group agreed to remove the parentheses (501C3, nonprofit) from the definition.

Cuthbertson expressed concern that a cost of \$1000 may be too costly and may deter some people from renewing or purchasing a memorial bench. Zach stated that may be true however the benches are falling apart and need to be repaired and quite simply the City cannot afford that cost. Susan reminded that group that the \$1000 number came from Public Works and represents a \$100 maintenance cost per year for a period of 10 years.

Morehead questioned if referencing benches as memorial benches was appropriate and suggested dedication benches as an alternate option. He further clarified that currently most benches were dedicated in memory of someone who has passed but that some people may push the boundaries if not specifically addressed in the policy. He gave an example of someone possibly wanting to dedicate a bench in recognition of a recent graduate.

Kenny said she understood that the benches were intended for memorial and did not want that intent getting blurred.

The group agreed that the policy should define dedication intent to be limited to in memory statements and in honor of service organizations.

Brown brought up the issue of standardizing plaques sizes and limits to messaging included on plaques.

Morehead mentioned that the message on the new Land Trust plaque was in fact quite lengthy and that limiting text and plaque size may be appropriate.

Morehead asked for clarification on when payment was due and questioned if payment was due at time of replacement. Susan said yes that was correct and that the policy would be updated to include that information. She further explained that stemmed from the requirement that when a bench came available that the first to pay for the bench would be awarded the bench.

Rotwein explained to the group that as input from the City it was recommended that a contact list be utilized as opposed to a waiting list. It was explained that community members could add their name to a contact list to be notified when there are memorial benches available for sponsorship. Once a year in January everyone on the contact list will be advised if there are benches available and how many. It would be first come first serve, meaning first to pay required fees, as to who gets the benches.

The group expressed no issue with this method of community notification and it will be updated to reflect in the bench policy.

Rotwein spoke about the grandfathering clause and asked how the group wanted to move forward on this issue. Example options mentioned were:

- Initialing renewing for 10-year period and after 10 years if City is not able to make contact then bench becomes available?
- Immediately up for grabs if the City has no contact information on file?

Brown suggested that if they were initially renewed for a 10-year period that the City start attempting to make contact a few years before the 10-year mark.

Morehead suggested automatically renewing those benches with no contact information for a 1-year period and during that time have the City publicly advertise the new bench policy (via flyers around town, on Trinidad Head, on the website, etc.) so that people know that the City will require updated contact information and would give those folks without current contact information on file a better opportunity to contact the City and ensure renewal if so desired.

The group agreed that this was a good plan and will be added to the policy.

Cuthbertson noted that if there are any benches that remain unsponsored that the City would need to step up to maintain them.

7. Vegetation Management Policy

Rotwein had nothing new to report but indicated keeping it on the agenda and on the list of priorities was important because it continues to be an issue. She did note that the group had made an impact on this area with some progress being made last fall when the committee brought up the issue with overgrown vegetation on Trinidad Head that was subsequently addressed.

Rotwein stated that there was currently no policy specific to all the trails in town and those that did exist were not enforced.

Brown stated he believed that was due to a lack of funding and a lack of people to do the work. Ben continued that it was also due to limitations of existing policies.

Rotwein stated that only Trinidad Head had established guidelines and suggested using those guidelines to develop similar for the other trails.

Cuthbertson reminded that group that the John Frame litigation had set some specific guidelines for maintaining the Frame/Wagner trail. Jim mentioned that he felt there should be one standard policy for maintaining all trails to make it easier for Public works or a contracted company to complete the work.

Morehead reminded that group that there was a packet dated 6/12/17 that contained valuable information including a copy of the Trinidad Head Vegetation Management Guidelines and the group should consider reviewing that packet.

Brown requested that an email be sent out containing the Trinidad Head Vegetation Management Guidelines and the guideline established for the Frame/Wagner Trail so that the group can review and suggest additions and changes or recommendation for the other trails.

The group agreed those documents should be reviewed to come up with something comprehensive that included all trails.

Brown noted that he felt it was important that guidelines included identification of plants that were important from a cultural perspective. He explained that some plants are used for healing and medicine and that the people who end up doing vegetation maintenance should be made aware of what these plants look like. He further explained that this will save the City time and eliminate future issues. He also suggested notifying interested parties prior to scheduled maintenance.

8. Signage Design

The group reviewed the sign concept for the previous handout. Morehead spoke again the sub-committee/gateway committee and that common sign design features or common signage statements were elements of those discussions. He recommends assigning a City representative to be a part of the sub-committee and suggested Dwight Miller as an option. Kenny asked for further clarification as to what the gateway committee would be looking for and Morehead explained the committee was open to all input and ideas. Rotwein suggested that the Trails Committee could make recommendations regarding materials used to construct signage for best

durability, provide design input and give suggestion regarding appropriate signage replacement and additional signage recommendations.

Morehead stated that he will bring back information discussed at the March 29th Gateway meeting to present to the group.

Cuthbertson stated that Trinidad has lots of out of town visitors who often ask where a particular trail leads. He feels it is important that trail head signage includes this information.

Brown noted that consistency in design looks presentable which is important. He stated that current signage is inconsistent, tacky and that visitors made comments.

Cuthbertson noted that signage helps keep people on trails, not wandering all over looking for trails.

Kenny stated that current signage is lacking any sort of map of trails. She noted that on a recent trip to Edgewood Park in Redwood City she was impressed with the amount of information available to the public including maps of trails, extensive signage and handout. She recognizes that takes money and dedication but felt it was a good example for the City.

Brown revisited the idea of centrally located Kiosks that included information on all trails to include maps. He suggested it was possible that the Trinidad Rancheria may be willing to donate funds to facilitate developing Kiosks.

9. Galindo Trail

Rotwein gave a council update noting that the City had met with the Yurok Tribe and will be meeting with the Trinidad Rancheria next week. They are still in the information gathering stage and that the Council has concerns with graves on the trail. She noted that there is currently a petition circulating to close the trail.

Brown stated that the Trinidad Rancheria had met with the Yurok Tribe and Tepo officials and that it was hard to determine based on old maps where graves may be located. The Trinidad Rancheria does not want to attempt to locate the graves, primarily to eliminate public knowledge to avoid looting, etc. The area was excavated at one point and graves are known to be on that hillside but perhaps not directly under the trail. That hillside is a very sensitive area and wants to avoid another attack on the town.

Rotwein suggested that the issue may be in front of the Council on the April 25th agenda.

10. Discussion/Recommendation: Bruno Groth Forest Trail

Nothing to report but group agreed that this item needs to remain on the list for future discussion.

XV. REQUEST FOR FUTURE ITEMS

Morehead: Develop a priority list starting with a brainstorming session at the next meeting. Susan noted that timelines should be included.

Brown: Draft vegetation management guidelines for all trails.

Dates: The group has committed to meeting on the third Tuesday of each month from 4:30-6:00pm. The next meeting date scheduled is April 17th.

XVI. ADJOURNMENT

Meeting was adjourned at 6:00 P.M.

Submitted by:

Nicole Provolt
City Staff

Approved by:

Susan Rotwein
Mayor

Bench Policy Draft 4/18/18

Policy:

The City of Trinidad will make available memorial benches for dedication. Plaques and benches will be available for purchase in increments of 10 years. The purchase amount will be \$1,000.00; this will cover the cost of the dedication plaque as well as purchase and repair of the dedicated bench. Memorial benches shall be available to individuals, families and Trinidad based service organizations.

Definitions:

Trinidad based community service organizations are those organizations based in the greater Trinidad planning area.

Benches will be dedicated "in memory of" or "in honor of..."

Procedure:

The City will maintain, repair and replace a minimum of 5 memorial benches in the city limits annually. A 7 year rotating schedule will be maintained for maintenance, repair and replacement of benches.

Currently there are 30 designated memorial benches in the city limits of Trinidad.

When a bench is due for replacement, the current purchaser will be contacted and offered the opportunity to purchase the bench for a 10-year period. If the current purchaser with contact information on file with the City cannot be contacted, does not respond within 30 days or chooses not to purchase the bench for an additional 10-year period, the bench will become available. At the conclusion of the 10-year period the bench will become available unless rededicated.

Any bench currently dedicated at the adoption of this policy that lacks contact information regarding the original purchaser and meets the memorial bench criteria will be automatically renewed for a period of one year. It will be advertised as available after the one-year period if by that period the City has not been contacted by the original purchaser indicating that they wish to continue sponsorship of the bench.

During the first year after the bench policy is adopted the city will notify the public via flyers around town, on Trinidad Head and on the City website in an effort to make the public aware that if they currently sponsor a memorial bench that they should contact the City to ensure accurate contact information is on file for future renewal opportunities.

The City will utilize a contact list as a method to notify interested parties when a bench becomes available. If interested a party may add their name to a contact list to be notified when there are memorial benches available for sponsorship. Once a year in January everyone on the contact list will be advised if there are benches available and how many. It would be first come first served, meaning first to pay required fees, as to who gets the benches. When the bench is replaced the plaque will be transferred to the new bench.

The City will standardize plaque size as well as text font, size and line limitation. To be determined.

Undedicated benches will be maintained by the City until dedicated.

Concerns regarding bench policy may be addressed directly to the Trails Committee.



**Tsurai Ancestral Society
P.O. Box 62
Trinidad, Ca. 95570**

4/17/18

City of Trinidad
City Council
409 Trinity Street
Trinidad, CA 95570

CC: Trinidad Trails Committee; Trinidad City Manager Berman; Trinidad City Planner, Parker
RE: Trinidad Trails Committee April 17, 2018 Agenda Item, Galindo Street Trail

Dear Trinidad City Council and Trails Committee,

The Tsurai Ancestral Society has been requesting the Galindo Street Trail be closed for over 20 years. The Ancestral Society provided information to the City in the early 2000's and agreed upon a plan for trail closure. That plan has been mostly carried out, with the exception of the actual trail closure.

Last week, the City Manager requested a meeting with the Tsurai Ancestral Society regarding the Galindo Street Trail, however, one has not yet been scheduled. Therefore, the Tsurai Ancestral Society requests this item be pulled from the Trail's Committee agenda.

Thank you for your attention in this matter,
Sarah Lindgren-Akana
Tsurai Ancestral Society Secretary